**HMIS USER LICENSE WORKSHEET**

|  |
| --- |
| **USER DETAILS – PLEASE COMPLETE ALL FIELDS** |
| **REQUEST TYPE** | [ ]  **NEW HMIS USER LICENSE** [ ]  **HMIS LICENSE CHANGES/UPGRADE** [ ]  **HMIS LICENSE RECERTIFICATION**  ***FOR COORDINATED ENTRY ONLY:*** [ ]  NEW SALESFORCE LICENSE [ ]  SALESFORCE LICENSE CHANGES  |
| **User’s Name:** |  | **User’s Title or Role:** |  |
| **User’s Email:** |  | **User’s Telephone:** |  |
| **Agency Name:** |  | **License Type Requested: \*** |  |
|  |  | *\*i.e. Agency Admin, Case Manager, Read Only, etc.* |
| **Projects / Programs(select all that apply)** | [ ]  **Outreach/Nav.** [ ]  **Emerg. Shelter** [ ]  **Transitional Housing** [ ]  **Rapid Re-Housing** [ ]  **Perm Supp Housing**  [ ]  **CAM**  [ ]  **YHDP** [ ]  **ESG/CDBG**  [ ]  **OTHER** (Describe here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Project License Defaulted to:** *(note: all Agency Admins must default to Agency Level 3 bin)* |  | **ART License (BusinessObjects) Needed? (yes/no)** |  |
| **Additional Provider Page to EDA into:** |  | **License Expiration Date\*\***  |  |
|  |  | *\*\* License expiration date is 1 year minus 1 day from their earliest date of certification.* |
| **Notes, comments, or other info relating to this request:** |  |
| **LICENSE REQUIREMENTS** |
| * [MCAH User Policy, Responsibility & Code of Ethics](https://www.handetroit.org/s/USER-AGREEMENT-CODE-OF-ETHICS-11-2020.pdf) Signed by all Parties and submitted with worksheet.
* MCAH HMIS Learning Center Foundational Trainings Completed (see below)
* HAND HMIS P&P Training Completed and Acknowledgement Signed by all Parties *(see page 2 for additional details)*
* HAND Additional Project/Program Required Workflow Trainings Completed, if applicable (i.e. Street Outreach, CAM, YHDP, etc.) *(see page 2 for additional details)*
 |
| **MCAH HMIS LEARNING CENTER TRAINING REQUIREMENTS** |
| **IMPORTANT NOTE:** All MCAH HMIS Learning Center Trainings are accessed through: [http://mshmis-mcah.talentlms.com/](https://mihomeless.us10.list-manage.com/track/click?u=c806824ed9b418c2ced4943a5&id=a8f1259553&e=36ff0e0146). Make sure to follow the instructions in the HMIS Learning Center New User Guide to get started. Also, make sure you **Join Group** using MI-501 as the CoC code**. Download a copy of each certificate and complete the Date of Certificate column below.** |
| **ALL USERS *(except where noted)*** | **Date of Certificate** | **Notes** |
|[ ]  **001: Client Privacy and Data Security Essentials\*\* (30 min)*(\*\*annual recertification required)*** |  |  |
|[ ]  **002: Intro to HMIS (25 min)** |  |  |
|[ ]  **101: Basic Data Entry Components (23 min)** *(optional for read only licenses)* |  |  |
|[ ]  **102: Household Management in HMIS (9 min)** *(optional for read only licenses)* |  |  |
|[ ]  **103: Entry/Exit Suite (36 min)** *(optional for read only licenses)* |  |  |
|[ ]  **104: Service Transactions (13 min)** *(optional for read only licenses)* |  |  |
|[ ]  **201: Unnamed and Anonymous Records (6 min)** *(optional for read only licenses)* |  |  |
|[ ]  **203: Intermediate Data Sharing and Visibility (7 min)** |  |  |
| **FOR SYSTEM ADMINS, AGENCY ADMINS, COC & HMIS LEAD STAFF** |  |  |
|[ ]  **204: Community Services Reports** **(19 min)** *(For System Administrators, Agency Administrators or others responsible for reporting)*  |  |  |
|[ ]  **301: Advanced Privacy and Security \*\*** *(this course is still in development)****(\*\*annual recertification required)*** |  |  |
|[ ]  **303: Internal and External Visibility Groups (6 min)** |  |  |
|[ ]  **305: Provider Tree Structure (5 min)** |  |  |
| **ADDITIONAL ROLE SPECIFIC TRAININGS** |
|[ ]  **206: SSVF Workflow Add on – (5 min)** *(SSVF Only!)* |  |  |
|[ ]  **207: AmeriCorps Workflow (12 min)** *(For AmeriCorps Only!)* |  |  |
| **HAND HMIS SPECIFIC TRAINING REQUIREMENTS** |
| **IMPORTANT NOTE:** In addition to the MCAH foundational trainings listed above, **ALL end users must complete the Detroit CoC HMIS Operating Policies and Procedures Training** and may be required to undertake additional program-specific trainings depending on job function and role. These trainings are available through HAND’s training platform at <https://training.handetroit.org>.However, please note that all users must first obtain pre-approval to access these courses through HAND’s training platform. **To request this access, please have your Agency Administrator submit your access request to the HMIS Help Desk at** [**https://hmis.handetroit.org/portal**](https://hmis.handetroit.org/portal)or by emailing **hmissupport@handetroit.org**. Note: **This request will need to include your name, your email, your job role/function, and applicable projects/programs that you will be involved with.**  |
| **ALL USERS**  | **Date Completed** | **Notes** |
|[ ]  **Detroit CoC HMIS Operating Policies and Procedures*(****Users must download and submit a fully signed HMIS P&P Acknowledgement form upon completion of this course)* |  |  |
|[ ]  **001: Client Privacy and Data Security Essentials\*\* (30 min)** *If not already completed at the time of HMIS licensing or recertification.* |  |  |
| **COORDINATED ASSESSMENT MODEL (CAM)** For all CAM Staff unless otherwise noted! | **Date Completed** | **Notes** |
|[ ]  **CAM 101 – Introduction to Coordinated Assessment Model** *(under development)* |  |  |
|[ ]  **CAM 201: Homeless History and Chronicity**  |  |  |
|[ ]  **VI-SPDAT Training** |  |  |
|[ ]  **Full SPDAT Training** *(CAM Shelter Navigators Only)* |  |  |
|[ ]  **HMIS Data Entry Process for CE Specialists** *(CAM Access, others as required by program)* |  |  |
|[ ]  **CAM Access YHDP Data Collection Requirements** *(CAM Access, others as required by program)* |  |  |
| ­[ ]  | **Overview of CAM HMIS Workflow Changes** |  |  |
| ­[ ]  | **HMIS and CAM Salesforce CRM Privacy Rule Compliance Training** *(CAM Salesforce Users only!)* |  |  |
| **STREET OUTREACH / NAVIGATION PROVIDERS****Course Offering Lesson Plan** | **Date Completed** | **Notes** |
|[ ]  **Street Outreach HMIS Data Entry Workflow**  |  |  |
|[ ]  **CAM 201: Homeless History and Chronicity** |  |  |
|[ ]  **VI-SPDAT Training** |  |  |
|[ ]  **Full SPDAT Training** *(Navigation teams only)* |  |  |
|[ ]  **Prioritization, HCV Application, and Packet Submission** *(Navigation teams only)* |  |  |
|[ ]  **HMIS Data Collection – Street Outreach / Navigation** *(Navigation teams only)* |  |  |
|[ ]  **CAM Access YHDP Data Collection Requirements** *(Navigation teams only)* |  |  |
| **FOR YHDP FUNDED PROGRAMS ONLY!** | **Date Completed** | **Notes** |
| **YHDP Joint TH-RRH Projects Lesson Plan** |
|[ ]  **Understanding HMIS Data Collection for YHDP Joint TH-RRH Projects** |  |  |
|[ ]  **HMIS Overview for YHDP Joint TH/RRH Projects** |  |  |
|[ ]  **HMIS Data Entry Training for YHDP Joint TH/RRH Projects** *(under development)* |  |  |
|  |  |  |  |
| **YHDP PSH Projects Lesson Plan** |
|[ ]  **Understanding HMIS Data Collection for YHDP PSH Projects** |  |  |
|[ ]  **HMIS Data Entry Training for YHDP PSH Projects**  |  |  |
|  |  |  |  |
| **YHDP Crisis Mental Health Projects Lesson Plan** |
|[ ]  **Understanding HMIS Data Collection for YHDP Crisis Mental Health Projects** |  |  |
|[ ]  **HMIS Data Entry Training for YHDP Crisis Mental Health Projects** *(under development)* |  |  |
|  |  |  |  |
| **YHDP Coordinated Enty Projects Lesson Plan** |
|[ ]  **Understanding HMIS Data Collection for YHDP CE Projects** |  |  |
|  |  |  |  |